

## **FAQ's for Assisted Living Program Licensure**

### **Q. What is an Assisted Living Program?**

**A.** Assisted living programs are residential or facility-based programs that provide housing and supportive services, supervision, personalized assistance, and/or health-related services to meet the needs of residents who are unable to perform or need assistance in performing activities of daily living, who are having difficulty living independently but do not need the daily nursing services provided in a nursing home.

### **Q. How do I apply for a license to be an assisted living provider?**

**A.** Click this link to download a copy of the application:

<http://www.dhmdh.maryland.gov/ohcq/AL/sitePages/Licensure-Application.aspx>. Complete the application form and required documentation and mail to OHCQ with the required fees. Once the application is received, a nurse surveyor will contact you to schedule a paper review of your application and required documentation

### **Q. How long is a license valid and how much are the application fees?**

**A.** Upon approval you will receive a license that is effective for a period of two years from the date of issuance. When you submit your application an application fee is required based on the number of beds you provide in your facility:

- \$200.00 (1-3 beds);
- \$300.00 (4-15 beds); or
- \$300.00 plus \$16.00 per bed for each bed over 15 (16+ beds);

*\*Please note that the fees above are for a license that is valid for a two-year period. The fees noted in the COMAR regulation are for a license that is valid for only one year.*

### **Q. Are there any other fees due at the time I submit my application?**

**A.** A materials fee of \$25.00 is required if you have not already purchased the Regulation Book & Long Term Care Diet Manual. If you have already purchased the Regulation Book and Diet Manual only submit the application fee.

### **Q. What type of documentation must I submit with my application?**

**A.** Following is a listing of the documentation required. Specific information regarding each type of documentation is listed in the application instruction packet:

- **Good standing letter from the State of Maryland, Assessments & Taxation Office if your facility is a corporation.**
- **Program Directions.**
- **Proof of Workers' Compensation Insurance or a Certificate of Compliance**
- **Hand Drawn Sketch of your physical site.**
- **Completed Criminal Background Check or Criminal History Records Check for the owner, applicant, manager, alternate manager, household members, and any other staff**
- **Zoning Approval and/or Use & Occupancy Permit**
- **Menus & Healthy Meal**
- **Uniform Disclosure Statement**
- **Food Service Permit**
- **Howard County Rental License**
- **Montgomery County License**

- **Verification of Building Ownership and/or Control.**
- **Environmental Report**
- **Fire Inspection Report**

**Q. What documentation must I provide to the OHCQ nurse surveyor at the time of my scheduled paper review?**

A. Following is a listing of the documentation required. Specific information regarding each type of documentation is listed in the application instruction packet:

- **Verification of Age**
- **Verification of Education and/or Work Experience**
- **Health Record**
- **Communicable Disease Statement**
- **Proof of Assisted Living Manager Training**
- **Proof of Alternate Manager Training Requirements**
- **Policies and Procedures**
- **Resident Agreement**
- **Financial Disclosure**
- **Quality Assurance**
- **Burial Policy**
- **Delegating Registered Nurse (DRN) Information**
- **Documentation Policy.**

**Q. Will someone visit my site before I receive a license?**

A. Yes. A site visit will be scheduled after the paper review is completed.